



## **Verify or add Purchasing accounting period**



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[Finance > Tables > District Finance Options > Accounting Periods](#)

Indicate the purchasing accounting period.

[Image](#)

The screenshot shows the 'Accounting Periods' tab of the 'District Finance Options' window. The 'Save' button is highlighted with a red arrow. The 'Purchasing Accounting Period' field is circled in red and contains the value '05'. Other fields include 'Current (Open) Accounting Period: 04', 'Next Accounting Posting Period: 05', and 'Accounts Receivable Period: 05'. A 'Lock Current Accounting Period' checkbox is also visible.

**Purchasing Accounting Period**

Type the purchasing accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.

Click **Save**.